

# TENDERFORM

Main portal : <https://maharashtra.etenders.in>  
 Department eTendering Portal : <https://mpd.maharashtra.etenders.in>

Tender Reference No: \_\_\_\_\_

Date: \_\_\_\_\_

Serial No.	Item Tendered	Quantity in Nos.	Tender Document Fee	EMD (In Rs)	Validity of Rates (In Dates)
1	SYNTHESIZED 20 W MOBILE UHF BAND SET	11	2000/-	5000/-	120 Days
	SYNTHESIZED 1W/ 4W UHF BAND WALKIE TALKIE	120			

Seq No	MPD Stage	Vendor Stage	Start Date & Time	Expiry Date & Time
1	Release Tender	-	8/1/2014	9/1/2014 :12.00pm
2	-	Tender Download	9/1/2014 :12.00 am	29/1/2012 :12.00 pm
3	-	Bid Preparation	9/1/2014 :12.00 am	31/1/2014:15.00 pm
4	Close Technical Bid For	-	31/1/2014 :12.01 pm	31/1/2014:15.00 pm
5	Close For Price Bid	-	31/1/2014 :12.01 pm	31/1/2014:15.00 pm
6	-	Bid Submission	31/1/2014:15.01pm	4/2/2014: 12.00 pm
7	Technical Bid Opening	-	4/2/2014 :15.01 pm	28/12/2012:18.00 pm
8	Price Bid Opening	-	4/2/2014 :15:01 pm	28/2/2014:18.00 pm

Contractors participating in e-Tendering process should have valid CLASS II or CLASS III Digital Signature Certificate issued by any of Government of India approved Certifying Authority.

In case, Contractors requires any assistance related to participating in e-Tendering Process, contractors can contact on eTendering Helpdesk Phone 020-2531 5555 or email: [support.gom@nextenders.com](mailto:support.gom@nextenders.com)

In case, contractors having any queries or seeks clarification, contractors can contact Prison Office.

TermsandConditions:

1. Online tenders are invited in 'Two Envelope System' (Technical Bid & Commercial Bid) Tenderer can download the tender form and specifications from the Electronic Tendering System of Maharashtra Prison Department, web portal <https://mpd.maharashtra.etenders.in>
2. Tenderer has to submit Tender Form Fee & EMD in the SBI Bank account Of PA TO IG prisons PUNE No 32649690704 . Tenderer should note that If Tender Form Fee &/Or EMD of any tenderer is not reflecting on above mentioned Bank Account of Prison Department on Tender Opening Date is liable for REJECTION without any reason.
3. For participating in eTender, contractor must follow guidelines given in section : Guidelines to Contractors on the Operations of Electronics Tendering System
4. Technical bid envelope should contain following:
  - a. The tenderer should submit scanned copy of original document on his letter head containg following information:

Name of Tenderer				
Name of the Directors				
Name of Authorised Signatory				
Registered office Address				
Year of Establishment				
Type of Firm	Public Ltd. Co	Private Ltd.Co.	Partnership Firm	Traders/ Authorised dealers/ Distributors
Please Tick ( )Mark				
Telephone Number(s)				
E-mail Address/website				
Fax No.				
Mobile Number				
Registration Number under Indian Companies Act, 1956				
Total Annual Turnover				

- b. Scanned copy of Bank Receipt of depositing Tender Form Fee & Earnest Money Deposit. If the tenderer is exempted from submitting the EMD, then scanned copy of Original Exemption Certificate needs to be uploaded along with Letter Seeking EMD Exemption on original letter head with the copies of G.R. / Govt. order.
- c. Scanned copy of Original Value Added Tax Clearance Certificate from the competent authority showing the VAT paid upto December 2011. OR If VAT clearance certificate cannot be submitted, acknowledgement of application made to the VAT competent authority for such clearance certificate should be enclosed with technical bid. However VAT clearance certificate must be produced before the opening of the commercial envelope, other wise the tender shall be treated as invalid & commercial envelop of such bidder cannot be opened. In case of tenderers from the States where VAT is not levied, they should provide the clearance certificate of Sales Tax or any other equivalent tax levied, from the competent authority. Also, last Income Tax clearance certificate from the competent authority should be attached.
- d. The tenderer should be an authorized distributor / dealer for the tendered item and he should upload scanned copy of original Authorization Letter / Dealerships certificates from the Original Equipment Manufacturer (OEM) valid for current year. The Authorization letter should be specific for the tendered item. The name of item should be clearly mentioned in Authorization Letter. (Original authorization letter should be submitted for verification at the time of commercial bid opening).
- e. The tenderer requires uploading scanned copy of Original letter from the manufacturer that the Model quoted in the tender conforms to the specifications of the products manufactured as on date and latest. Also the product should not be of old model and service be provided for the period as mentioned in the specifications, or upto 03 years whichever is higher from the date of acceptance of stores /date of installation. Also a letter showing that he is an authorized distributor/ dealer for a minimum period of next 3 years.
- f. Scanned copies of Product Brochure clearly mentioning the features, Make/Model No. etc. If Brochure is not available then Photograph of tendered product should be uploaded.

- g. Tenderer should submit Comparative chart in the following format for each item.

Sr. no.	Specification of tendered item	Specification of item offered by the tenderer

- h. List of clients to whom the tenderer /OEM has supplied the tendered item mentioning the quantity and date of supply. Scanned Copies of Original supply orders should be uploaded without disclosing commercial details

**NOTE :** At the time of TENDER SCRUTINY, Department Officials may ask tenderer to provide with Original Documents for Scrutiny. If Tender fails to provide documents within specified period, Department reserves the right to declare such tenderer as NON RESPONSIVE & may reject such bid out rightly

5. Department reserves the right to select any vendor on the grounds of his experience, the clients, the capacity or turnover of the vendor which can infuse confidence that selected vendor can complete the work within given time

6. The tenderer who qualifies in technical bid will have to arrange local demonstration/ field trials at their existing installations, before a committee of officials selected by purchase officer . within ten days positively from opening of technical envelop, on 'No cost, No commitment' basis. If the tenderer fails in/ to show the demonstration/ field trials within given period, his offer will be liable to disqualify.

7. The tenderer shall give an undertaking for supply of spare parts / batteries for the period specified in specifications of the tendered item.

**Note:** - The tenderer should submit all above mentioned compulsory documents in specified format from Sr.1 to 4 (h) If the tenderer fails to submit any single document in the technical envelope the tender shall be treated as invalid / rejected.

**INFORMATION RELATED TO PRICE BID SHOULD BE FURNISHED/DISCLOSED IN THE TECHNICAL ENVELOPE OTHERWISE THE BID SHALL BE DISQUALIFIED.**

#### 8. Commercial Bid:

Tenderers should submit Commercial bid for each item in the following format clearly mentioning each and every details of the Price bid in Online Form given under Commercial Envelope.

Sr. No.	Name of item (Make/ Model No.)	Basic (Price	Trans- port	VAT/ Equiv- alent Tax	Insura- nce	Educa- tion Cess	Forwar- ding/ Handling	Packing	Custom Duty	Excise Duty	Installat ion	Trai ning Char ges	Final price including of all these charges

- Warranty period of the equipment / item will be as per the specifications of the tendered equipment/item and will start from date of receipt/ acceptance of equipment / item. In case the warranty period is not mentioned in the specifications of the item, warranty period of 3 years shall be applicable.
- Comprehensive and Non-comprehensive 3 year Annual Maintenance Contract (AMC) rates (if applicable) must be mentioned after lapse of warranty period in Commercial envelope. This shall not be considered for price bid evaluation.
- The selected vendor should be in position to supply the equipment within ninety days or earlier from the date of placing of technically clear order / custom duty exemption certificate / license copy etc.
- The testing charges for Government approved laboratories, if any of the samples tendered will have to be paid by the shortlisted Bidders after the shortlisting of Technical Bids. The rates of testing charges are likely to vary & the tenderer will have to pay the current charges before sending the samples for testing. The samples will not be returned to the tenderer.
- Octroi Exemption Certificate, if required, will be provided from this office on the requirement and intimation by the tenderer.
- The commercial envelopes of only those participants will be opened who have passed in demonstration/ laboratory tests/ field trials
- Though any vendor can participate in the tender, the purchase officer , reserves the right to select the vendor who has a manufacturing facility, service center or repair workshop in Maharashtra.
- Participant should have after sales and service facilities at major cities in Maharashtra, wherever applicable.

17. It is responsibility of the vender to take back Earnest Money Deposit (EMD) after finalization of the tender. No interest will be paid at any cost on Earnest Money Deposit.
18. Purchase officer , reserves the right to reject any part or the whole tender, or all tenders without assigning any reason.
19. The conditions in Purchase Procedure Rules and Purchase Manual of Govt. of Maharashtra, and instructions as per Government of Maharashtra, Industries Energy & Labour Dept. Resolution No. Bhan.kha.san 1088/2512/ Udyog 6, dtd. 02.01.1992 and recent amendments thereof will be applicable.
20. The right to ignore any tender which fails to comply with the above instruction is reserved.
21. Tenderers have liberty to remain present or to authorize their representative at the opening of technical or commercial tender at the time and date specified. Dates quoted for opening of technical and commercial tender are subject to changes in case there is any holiday abruptly declared by the Government or under certain unavoidable circumstances.
22. Purchase officer does not pledge himself to accept the lowest or any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and tenderer should supply the same at the rate quoted.
23. In the event of the order being placed against any of the tenderers and if such tenderers fails to supply any stores according to specifications or the terms and conditions of Acceptance of Tender or fails to replace any stores rejected by the Purchase or by any person on his behalf within such time as may be stipulated, the Addl. Director General General of Police & Inspector general of prisons , Maharashtra State, pune reserves the right to purchase such stores from any other sources and at such price as the Addl. Director General General of Police & Inspector general of prisons , Maharashtra State, pune shall in his sole discretions thinks fit.  
If action as stipulated above is taken:
  - I. The offer of the defaulting contractor will not be considered.
  - II. The defaulting contractor will be penalized to the extent of the differences in the rates or 10% of the value of the earlier orders whichever is higher.
  - III. If the defaulting contractor fails to pay the penalty he will be permanently de- listed from the list of approved contractors of the Prison Department and the registration deposit of the contractors will be forfeited to Government
24. In case of no delivery and /or delayed delivery against an order placed after Acceptance of Tender the purchase officer reserves to himself the right to impose such penalty in his sole discretion as he thinks fit.
  - i. Successful Tenderer will be required to pay security deposit as fixed by the purchase officer and enter in to agreement for the performance of the contract.
  - ii. Tenderers convicted or involved in any criminal offence shall be considered ineligible for awarding contract.
25. As soon as is apparent that contract dates cannot be adhered to, an application shall be sent to the purchase officer.
26. Without prejudice to the foregoing rights, if such failure to delivery in stipulated time as aforesaid shall have arisen from any cause, which the purchase officer may admit as a reasonable ground for an extension of the time (and his decision shall be final), he may allow such additional time considering the circumstances of the case, which are justified. However, the decision taken by the purchase officer , M.S. will be final.
27. Provided always that any failure or delay on the part of sub-contractors through their employee shall not be admitted as a reasonable ground for any extension of time or for exempting the tenderer from liability for any such loss or damage, as aforesaid and provided further that no extension shall be allowed unless applied for and if shall, in the opinion of purchase officer. (Which shall be final) have been made and in his opinion, are justified.
28. Any statutory increases or decreases as an Act of State or the Central Government relating to Sales Tax and other taxes shall be to the account of the contractor.
29. Tenderers should state the place of inspection of the stores offered, if the goods are offered for inspection outside Maharashtra State, the tenderer will have to bear all expenditure of inspection carried out by this office.
30. Goods should be dispatched at carrier's risk failing which they should be properly covered by transit insurance with Govt. Insurance Fund, Mumbai – 400 032. However, the supplier will be responsible till the entire Stores contracted for arrive in good condition at destination.
31. ADG & IG prisons pune will be the applet authority.

I agree with all the above terms and conditions.

date and Place

Name, Signature and Rubber seal of Bidder

TACHNICAL SPECIFICATION FOR SYNTHESIZED 1W/ 4W UHF BAND WALKIE TALKIE:

Sr.no.	Specifications	Required Specification
<b>A) General:</b>		
1	Frequency Range	380 to 512 MHz, Split band 403 to 470 MHz or full band
2	No. of channels	128 min
3	Channel Spread	12.5 KHz. 25 KHz preferred
4	Frequency spread	5 MHz or more without degradation TX/RX specification
5	Frequency Stability	+/-5 PPM or better
6	Type of Emission	11KOF36E. 16KOF3E preferred.
7	Type of Operation	Simplex, press to talk with built in condenser mic & speaker.
8	Type of Antenna	Helical Antennas suitable for the frequency specified in supply order.
9	Protection	(i) Reverse Polarity protection should be provided.
		(ii) In case of impedance mismatch and at high VSWR the Power amplifier stage should not be damage
10	Power Supply	1400 mAH OR more, Li-ion / NI-Mh, Test Voltage to be indicated by the tenderers.
11	Operating Temperature	-10 °C to 55 °C
12	Out Put Impedance Terminations	50 ohms and the aerial terminal should have BNC female socket or appropriate adopter should be provided with the sets for testing /evaluation.
13	Weight	600 Grams maximum With battery.
14	PC Programmable	Required
<b>B) Transmitter:</b>		
1	RF Power Output	1 W /4 W $\pm$ 0.5 dB, Switchable / programmable
2	Frequency Deviation	$\pm$ 2.5 KHz Max. for 12.5 KHz Ch spacing,
3	Modulation Sensitivity	Less than 10m V at 1 KHz at mic input for $\pm$ 1.5 KHz Standard Deviation (for 12.5KHz channel spacing) $\pm$ 3 KHz standard deviation for 25 KHz channel spacing
4	Modulation Distortion	Less then 5 % at 1 KHz reference $\pm$ 1.5 KHz for 12.5 Khz channel spacing , $\pm$ 3 KHz for 25 KHz channel spacing preferred.
5	Modulation fidelity	+1 to -3dB for 6dB /octave pre-emphasis characteristics from 350 Hz to 2700 Hz With 1 KHz as reference.
6	Spurious & Harmonics Suppression	Better than 60 dB

Sr.no.	Specifications	Required Specification
C) Receiver		
1	Sensitivity	Better than 0.30 μV for 12 dB SINAD
2	Squelch Sensitivity	Better than 0.25μ V or better at threshold
3	Selectivity	Better than 60 dB
4	Image Rejection	Better than 65 dB
5	Audio Output	250 m W with less than 5 % distortion at 1 KHz reference measured at maximum output. Audio output of 500 m W preferred.
6	Audio response	+1 to -3 dB /octave de-emphasis characteristics from 350Hz to 2700 Hz with 1 KHz as reference.
D)		
1	Rapid Battery charger suitable for battery supplied with charging time maximum 3 hrs.	
2	Share Battery,1400 mAH <b>OR</b> more, Li-ion/Ni-Mh	
3	Belt Clip with proper Lock	
4	Carrying case	
5	Operating Manual	
6	Programming Hardware & Software Kit	
7	Technical/service manual with hard & soft copy	
E) Features		
1	Low Battery Alert	
2	Capable of VOX for hands-free operation	
3	LCD Display with Backlight, Minimum 4 character, 8 alphanumeric Characters or more with (A to Z , 0 to 9 ) Preferred.	
4	CTCSS/DCS	
5	Busy Channel Lockout.	
6	Signaling System- DTMF Encode and Decode with ANI Display OR Select V Encoder and Decoder with ANI Display <b>OR</b> MDC 1200 <b>OR</b> HDC 1200 <b>OR</b> any other signaling system with encode and decode facility	
7	PTT ID Alias having list of minimum 128 or more (preferred feature)	
8	Remote Kill, Un kill <b>OR</b> Stun, Unstun	
9	Emergency SOS/siren	
10	Talk-around	
11	Battery strength Indicator OR digital voltage readout	

12	Time Out Timer (TOT) programmable (preferred)
13	Call Alert
14	Key pad lock facility
15	IS 9000 Environment test or with equivalent or superior condition would be acceptable
16	Field test – Common field test for all vendors will be carried out for the voice quality & coverage.

# TECHNICAL SPECIFICATION FOR SYNTHESIZED 20 W MOBILE UHF BAND SET :

Sr.	Specifications	Required Specification
<b>A) General:</b>		
1	Frequency Range	380 to 512 MHz , Split band 403 to 470 MHz or Full Band
2	No. of channels	128 Minimum
3	Channel Spacing	12.5 KHz . 25 KHz ( preferred ).
4	Frequency spread	5 MHz or more without degradation TX/RX Specification
5	Frequency Stability	$\pm 5$ PPM or better
6	Type of Operation	Simplex , press to talk with built in condenser mike and speaker.
7	Type of Emission	11KOF3E . 16KOF3E ( preferred )
8	Type of Antenna	Suitable Antenna may be submitted as accessories.
9	Speaker	Internal , socket for External speaker to be provided (The internal speaker should be cut off when external speaker is used).
10	Out put Impedance Terminations	50 ohms and aerial terminal should have UHF female socket or appropriate adopter should be provided with the sets
11	Protection	(i)Reverse Polarity Protection should be provided. (ii) In case of impedance mismatch and at high VSWR the Power amplifier stage should not be damaged .
12	Power Supply	12 V DC Nominal
13	Test voltage	Specify DC Test voltage at which specifications are complied
14	Weight	Max 2.5 Kg
15	Operating Temp.	-10°C to 55°C
16	PC Programmable	Required
<b>B) Transmitter:</b>		
1	RF Power Output	20 W $\pm 0.5$ dB , programmable Output,
2	Frequency Deviation	$\pm 2.5$ KHz Max. for 12.5KHz Ch spacing, $\pm 5$ KHzMax. for 25KHz.Ch.spacing ( preferred )
3	Modulation Sensitivity	Less than 10mV at 1 KHz at mic input for $\pm 1.5$ KHz, standard deviation (for 12.5 KHz channel spacing). $\pm 3$ KHz standard deviation for 25KHz channel spacing (preferred)



Sr. No.	Specifications	Required Specification
4	Modulation fidelity	+ 1 to -3 dB for 6 dB / octave pre- emphasis characteristics from 350 Hz to 2700 Hz with 1 KHz as reference.
5	Spurious & Harmonics Suppression	Better than 60dB.
6	Modulation Distortion	Less than 5 % at 1 KHz reference $\pm$ 1.5 KHz for 12.5 KHz channel spacing , $\pm$ 3 KHz for 25KHz channel spacing (preferred)
<b>C) Receiver :</b>		
1	Sensitivity	0.30 uV for 12 dB SINAD
2	Squelch Sensitivity	0.25 uV or better at threshold "
3	Selectivity	Better than 60 dB
4	Image Rejection	Better than 65 dB
5	Audio Output	1W with less than 5% distortion at 1 KHz reference measured at maximum audio output. 3 W ( preferred )
6	Audio response	+ 1 to -3 dB for 6 dB / octave de- emphasis characteristics from 350 Hz to 2700 Hz with 1 KHz as reference.
<b>D) Accessories :</b>		
1	Battery Cable	
2	Mic with H/s clip , with Key pad ( preferred )	
3	Mounting Kit	
4	Operating Manual	
5	Programming Hardware & Software Kit.	
6	Technical/Service Manual hard & softcopy to be supplied	
<b>E) Feature :</b>		
1	LCD Display with Backlight, Minimum 4 character. 8 alphanumeric Characters or more with (A to Z , 0 to 9) preferred.	
2	Busy Channel Lockout	
3	Time Out Timer (TOT) programmable	
4	Call Alert \	
5	I/O Pin socket provision programmable - I/O Pine Socket preferred external,	
6	Talk-around	
7	CTCSS/DCS	
8	Signalling System -DTMF Encode and Decode with ANI Display OR Select V Encoder and Decoder with ANI Display OR MDC 1200 OR HDC 1200 OR any other signaling system with encode and decode facility.	
9	PTT ID Alias having list of minimum 128 or more ( preferred Feature )	
10	Emergency SOS/Siren	
11	Remote -Kill ,Un kill OR Stun , unstun	
12	IS 9000 Environment Test OR with equivalent OR superior condition would be acceptable.	
13	Field test - Common field test for all vendors will be carried out for voice quality & coverage	

## **GUIDELINES TO BIDDERS ON THE OPERATIONS OF ELECTRONIC TENDERING SYSTEM.**

### **1.10 PRE-REQUISITES TO PARTICIPATE IN THE ONLINE TENDERS PROCESSED BY MAHARASHTRA PRISON:-**

- 1.11** The Bidders interested in participating in the e-Tendering process of Maharashtra Prison shall be required to enrol on the Electronic Tendering System to obtain User ID.

After submission of application for enrolment on the System, the application information shall be verified by the Authorized Representative of the Service Provider. If the information is found to be complete, the enrolment submitted by the Bidder shall be approved and the User ID of the Bidder will be activated.

### **1.12 OBTAINING A DIGITAL CERTIFICATE:-**

The Bid Data that is prepared online is required to be encrypted and the hash value of the Bid Data is required to be signed electronically using a Digital Certificate (Class – II or Class – III). This is required to maintain the security of the Bid Data and also to establish the authenticity of submission of data by Authorised Representative of the Bidder transacting on the System.

The Digital Certificates are issued by an approved Certifying Authority authorized by the Controller of Certifying Authorities of Government of India through their Authorized Representatives upon receipt of documents required to obtain a Digital Certificate.

Bid data / information for a particular Tender may be submitted only using the Digital Certificate which is used to encrypt the data / information and sign the hash value during the **Online Bid Preparation and Hash Submission** stage. In case, during the process of preparing and submitting a Bid for a particular Tender, the Bidder loses his / her Digital Signature Certificate (i.e. due to virus attack, hardware problem, operating system problem); he / she may not be able to submit the Bid online. Hence, the Users are advised to store his / her Digital Certificate securely and if possible, keep a backup at safe place under adequate security to be used in case of need.

In case of online tendering, if the Digital Certificate issued to an Authorised User of a Partnership Firm is used for signing and submitting a bid, it will be considered equivalent to a no objection certificate / power of attorney to that User to submit the bid on behalf of the Partnership Firm. The Partnership Firm has to authorise a specific individual via an authorisation certificate signed by a partner of the firm (and in case the applicant is a partner, another partner in the same form is required to authorise) to use the digital certificate as per **Indian Information Technology Act, 2000**.

Unless the Digital Certificate is revoked, it will be assumed to represent adequate authority of the Authority User to bid on behalf of the Firm for the Tenders processed on the Electronic Tender Management System of Government of Maharashtra as per **Indian Information Technology Act, 2000**. The Digital Signature of this Authorised User will be binding on the Firm. It shall be the responsibility of Partners of the Firm to inform the Certifying Authority or Sub Certifying Authority, if the Authorised User changes, and apply for a fresh Digital Signature Certificate. The procedure for application of a Digital Signature Certificate will remain the same for the new Authorised User.

The same procedure holds true for the Authorised Users in a Private / Public Limited Company. In this case, the Authorisation Certificate will have to be signed by the Director of the Company or the Reporting Authority of the Applicant.

For information on the process of application for obtaining Digital Certificate, the Bidders may visit the section **Digital Certificate** on the Home Page of the Electronic Tendering System.

### **1.20 RECOMMENDED HARDWARE AND INTERNET CONNECTIVITY:-**

To operate on the Electronic Tendering System, the Bidders are recommended to use Computer System with at least 1 GB of RAM and broadband connectivity with minimum 512 kbps bandwidth. However, Computer Systems with latest i3 / i5 Intel Processors and 3G connection is recommended for better performance.

### **1.30 SET UP OF COMPUTER SYSTEM FOR EXECUTING THE OPERATIONS ON THE ELECTRONIC TENDERING SYSTEM:-**

To operate on the Electronic Tendering System of Government of Maharashtra, the Computer System of

the Bidders is required be set up. The Bidders are required to install Utilities available under the section **Mandatory Installation Components** on the Home Page of the System.

The Utilities are available for download freely from the above mentioned section. The Bidders are requested to refer to the **E-Tendering Toolkit for Bidders** available online on the Home Page to understand the process of setting up the System, or alternatively, contact the Helpdesk Support Team on information / guidance on the process of setting up the System.

#### **1.40 PAYMENT FOR SERVICE PROVIDER FEES:-**

In addition to the Tender Form Fee & EMD payable to Maharashtra Prison, the bidders will have to pay Service Providers Fees of Rs. 1,038/- through online payments gateway service available on Electronic Tendering System. For the list of options for making online payments, the Bidders are advised to visit the link **E-Payment Options** under the section **E-Tendering Toolkit for Bidders** on the Home Page of the Electronic Tendering System.

#### **1.50 STEPS TO BE FOLLOWED BY BIDDERS TO PARTICIPATE IN THE E-TENDERS:-**

##### **1.51 PREPARATION OF ONLINE BRIEFCASE:-**

All Bidders enrolled on the Electronic Tendering System of Government of Maharashtra are provided with dedicated briefcase facility to store documents / files in digital format. The Bidders can use the online briefcase to store their

scanned copies of frequently used documents / files to be submitted as a part of their bid response. The Bidders are advised to store the relevant documents such as Registration Certificate, PAN Card, VAT Registration Certificate, Professional Tax Registration Certificate, EPF Registration Certificate, Certificates of Works completed, ownership of Plant and Equipment, etc. in the briefcase so as to avoid scanning / uploading process for each Tender.

In case, the Bidders have multiple documents under the same type (e.g. multiple Work Completion Certificates) as mentioned above, the Bidders are advised to create a single .pdf file of all the documents of same type and upload the same.

It is mandatory to upload the documents using the briefcase facility only. Therefore, the Bidders are advised to keep the documents ready in the briefcase to ensure timely bid preparation.

**Note :-** Uploading of documents in the briefcase does not mean that the documents are available to Maharashtra Police at the time of **Tender Opening** stage unless the documents are specifically attached to the bid during the online **Bid Preparation and Hash Submission** stage as well as during **Decryption and Re-encryption** stage. The documents are in the custody of the Bidder only.

##### **1.52 ONLINE VIEWING OF DETAILED NOTICE INVITING TENDERS:**

The Bidders can view free of charge the Detailed Tender Notice along with the Time Schedule (Key Dates) for all the **Live Tenders** released by Maharashtra Prison on the home page of Maharashtra Prison e-Tendering Portal on <http://mpd.maharashtra.etenders.in> under the section **Current Live Tender**.

##### **1.53 DOWNLOAD OF TENDER DOCUMENTS:-**

The Tender Documents are available for free downloading only to the eligible Bidders registered on Maharashtra e-Tendering Portal.

##### **1.54 ONLINE BID PREPARATION AND SUBMISSION OF BID HASH (SEAL) OF BIDS:-**

Submission of Bids will be preceded by online bid preparation and submission of the digitally signed Bid Hashes (Seals) within the Tender Time Schedule (Key Dates) published in the Detailed Notice Inviting Tender. The Bid Data is to be prepared in the formats provided by the Tendering Authority of Maharashtra Prison.

In the uploadable document type of formats, the Bidders are required to select the relevant PDF document already uploaded in the briefcase.

Bidders required quote their rates in Online Form given (if any) in eTender.

If Rates quoted anywhere else other than online form entire bid is liable for Rejection.

## NOTES :-

- a. The Bidders should upload a single PDF document against each uploadable option.
- b. The bidder should fill up online form with appropriate data & encrypt the same using public key of Bidder's DSC to save.  
In case, bidder wish to update or modify data filled in Online Form, bidders are required to Decrypt the data using Private Key of Bidder's DSC. After decryption, eTendering System shall allow bidder to update or modify data filled in an online form. It is must for bidder to Encrypt & Save updated & modified data to update Online Form. If Bidder failed to save data in an online form after updating or modification, Sole responsibility will be on Bidder. In such instances, eTendering System will consider earlier saved data in an Online Form.
- c. The Hashes are the thumbprint of electronic data and are based on one – way algorithm. The Hashes establish the unique identity of Bid Data.
- d. The bid hash values are digitally signed using valid Class – II or Class – III Digital Certificate issued any Certifying Authority. The Bidders are required to obtain Digital Certificate in advance.
- e. After the hash value of bid data is generated, the Bidders cannot make any change / addition in its bid data.
- f. **Completion of Online Bid Preparation & Hash submission does not mean that bidder's data is available for First Stage of Tender Opening. In order to make bid available for Tender Opening, Bidders have to complete Re-encryption of Bids / Online Bid Submission stage.**

### 1.55 CLOSE FOR BIDDING (GENERATION OF SUPER HASH VALUES):-

After the expiry of the cut – off time of **Bid Preparation and Hash Submission** stage to be completed by the Bidders has lapsed, the Tender will be closed by the Tender Authority.

The Tender Authority from Maharashtra Prison shall generate and digitally sign the Super Hash values (Seals).

### 1.56 DECRYPTION AND RE-ENCRYPTION OF BIDS (SUBMITTING THE BIDS ONLINE):-

After the time instant for Generation of Super Hash values by the Tender Authority from Maharashtra Prison has lapsed, the Bidders have to make the online payment of Rs. 1,038/- towards the fees of the Service Provider.

The Bidders are required to decrypt their bid data using their Digital Certificate and immediately re-encrypt their bid data using the Public Key of the Tendering Authority of the Maharashtra Prison. The Public Key of the Tendering Authority is attached to the Tender during the **Close for Bidding** stage.

At this time, the Bidders are also required to upload the files for which they have already generated the Hash values during the **Bid Preparation and Hash Submission** stage.

**NOTE:** During **Re-encryption of Bids / Bid Submission Stage**, bidders are not allowed to change/update/modify/revise data, filled in during Online Bid Preparation & Hash Submission Stage. Bidder who successfully completes **Re-encryption of Bids / Bid Submission Stage**, only those bidders Data will be available for First Stage of Tender Opening.

### 1.60 SHORTLISTING OF BIDDERS FOR COMMERCIAL BIDDING PROCESS:-

The Tendering Authority will first open the documents and online form in Technical Envelope (T1) and after scrutinizing these online forms & documents will shortlist the Bidders who are eligible for Commercial Opening. The short listed Bidders will be intimated by email.

### 1.61 OPENING OF THE COMMERCIAL BIDS:-

The Bidders may remain present in the Office of the Tender Opening Authority at the time of opening of Financial Bids. However, the results of the Financial Bids of all Bidders shall be available on the Maharashtra Prison e-Tendering Portal immediately after the completion of opening process.

### 1.62 TENDER SCHEDULE (KEY DATES):-

The Bidders are strictly advised to follow the Dates and Times allocated to each stage under the column "**Bidder Stage**" as indicated in the Time Schedule in the Detailed Tender Notice for the Tender. All the online activities are time tracked and the Electronic Tendering System enforces time-locks that ensure that no activity or transaction can take place outside the Start and End Dates and Time of the stage as defined in the Tender Time Schedule.

At the sole discretion of the Tender Authority, the time schedule of the Tender stages may be extended.

